Health & Safety

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Policy

Banstead Prep School (BPS) is committed to providing a safe environment for all pupils, teaching and non-teaching staff and others who legitimately visit or use its premises. This policy has regard to the DfE Guidance 2011 *Health and Safety DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies*. The school seeks to comply with the Health and Safety at Work Act and all other legislation concerning health and safety. The school seeks to create a positive culture around Health and Safety where all members of staff and pupils assess risk to ensure a safe working environment where teaching and learning can take place. Therefore, the school expects staff, pupils and visitors to have due regard for their own safety and the safety of others during the entire school day and at other times when school activities are taking place, including activities that take place off the school premises. BPS expects the highest professional standards of good practice from all its employees as well as the highest standards of responsible behaviour from its pupils and others who may from time to time visit its premises.

BPS aims:

- To ensure the school is secure and safe
- To ensure that employees practise excellent standards in health and safety and are aware of the schools Health and Safety polices including: Fire, First Aid, Security
- To ensure where necessary all activities are risk assessed
- To ensure departments have a due regard for Health and Safety in their areas
- To ensure that staff are properly trained for their role and that training requirements are reviewed
- To safeguard the welfare of pupils
- To ensure visitors to the school are safe and aware of procedures
- To ensure the school remains a no smoking site

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The Business Manager, supported by the Site Manager, is responsible for Health and Safety in the school and is advised by The United Learning Company Health and Safety Manager.

The policy applies to all members of the school community, including those in our EYFS setting. BPS is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document. BPS seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website, and on request from the School Office and should be read in conjunction with:

- Fire Policy
- Fire Risk assessment
- First Aid Policy
- Security Policy
- Lone Working Policy
- Risk statement
- COVID-19 Risk Assessment

The Health and Safety Policy is reviewed annually by the Health & Safety Committee or as legislation changes or events require.

Procedure

The school expects staff, pupils and visitors to follow health and safety procedures and risk assessments. The following must be adhered to:

Staffing

- The school practises safer recruitment
- The school has a lone worker policy and risk assessment which staff should follow (section 8.)
- COVID-19 Risk Assessment

Trips and Visits

- All staff who intend to take a trip or visit out of school should liaise with The EVC, Ian Tunell.
- All staff should read and be familiar with the Educational Visits policy and follow its procedures for recording and risk assessing trips

- Any external company used must provide risk assessments

Internal Events

- All major internal events at BPS should be risk assessed. The relevant form should be sent to the Head.

The School Site

- High Risk departments such as Food Technology, Sport, and Science have detailed local management arrangements and risk assessments which identify and address all possible hazards in their subject area.
- Teaching areas must be obviously safe and teaching rooms for high risk subjects must be locked at any time when a teacher is not present.
- It is the responsibility of all members of staff, volunteers and visitors to report issues of health and safety to a member of the Site team or, in the case of non-employees, the staff member responsible for them. If there is imminent danger the Site Manager or a member of SLT must be immediately informed. Visitors and pupils should inform a member of staff who must take appropriate action
- In the event of a major health and safety incident the Critical Incident Policy is followed
- Head of Departments must liaise with the Site Manager to ensure all electrical items in their department are PAT tested where necessary. HoDs should ensure that electrical items requiring testing are available. They should liaise with the Site Manager over electrical testing.
- Line managers of support staff must risk assess the tasks carried out by their staff to ensure those tasks are being carried out safely. The line manager must notify the Business Manager of any health and safety training required.

Dangerous Substances - COSHH

- These are risk assessed and kept in locked facilities. The Site Manager keeps the COSHH register.

Training

- Training in general health and safety including risk assessment and site safety is given for new staff.
- Training in risk assessment for high risk departments, including, Sport, Technology and Science is given through DATA or Cleapps.

The general statement of Health and Safety signed by the Chair of the Governing Body, UL, and part B signed by the Head is located in the Health and Safety folder in Teams and also available in the staffroom.

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The Health and Safety Committee which meets termly are consulted on matters of Health and Safety and monitor and review procedures in order to reach high standards of Health and Safety at BPS.

Policies

The Health and Safety noticeboard in the staffroom has specific policies and procedures including the following areas:

- Stress Management
- Manual Handling
- On site vehicle movement
- Management of asbestos

The Health and Safety policies are reviewed annually by UL.

This policy is complemented and supported by:

- First Aid Policy and Procedures
- Fire Policy and Procedures
- Lone Working Policy
- Security Policy
- Supervision of pupils
- Behaviour and Discipline Policy
- Critical Incident Policy
- COVID-19 Risk Assessment

Date of next review: March 2022